State of Arizona
Department of Education

MEMORANDUM

To: Sponsors of the National School Lunch Program, School Breakfast Program, USDA
Foods Program and Special Milk Program

From: Mary Szafranski, Associate Superintendent
Arizona Department of Education, Health & Nutrition Services Division

Date: May 30, 2014

RE: Preparation for Program Year 2015 (School Year 2014-2015)

The purpose of this memorandum is to provide Local Educational Agencies (LEAs) specific information related to the annual application and training requirements for the National School Lunch Program (NSLP) and USDA Foods Program in preparation for the 2014-2015 school year (SY 14/15).

Important Updates

Food Program Permanent Service Agreement
Due to the numerous provisions made by the 2010 Healthy, Hunger-Free Kids Act, the Food Program Permanent Service Agreement (FPPSA) between LEAs and the Arizona Department of Education (ADE) has been updated. Therefore, this agreement must be reviewed, signed by the LEA's governing board and authorized signers and then submitted to the ADE. The CNP Web site and sponsor applications cannot be approved until this agreement has been submitted. Please be sure to submit two copies of the FPPSA, both must have ORIGINAL SIGNATURES; no photocopies or stamped signatures will be accepted. Once the ADE has signed the agreement, one original will be returned to the LEA and one will be maintained in the ADE file. **The updated FPPSA will be made available on our website** http://www.azed.gov/health-nutrition/nslp/program-forms/ **by the end of June.**

Community Eligibility Provision
The newest special assistance provision, Community Eligibility Provision (CEP) is available to all LEAs beginning in SY14/15. View previously issued guidance located at http://www.azed.gov/health-nutrition/special-assistance-provisions/. The CEP Participation Form and the CEP Eligibility Worksheet must be submitted to the ADE by June 30, 2014 in order to

participate in the CEP for SY14/15. Once the CEP Form and Eligibility Worksheet has been reviewed and approved, LEAs will be notified. Additionally, the CNP Web site and sponsor applications submitted by LEAs will need to reflect participation in the CEP.

CNP Direct Certification/Direct Verification
ADE's CNP Direct Certification/Direct Verification system has been updated. Specifically, the match results now include additional data columns with program participation information. These new columns have been added to ensure LEAs can accurately report student eligibility information when it is required for the CNP Verification Summary Report. The new columns are SNAP, TANF, MA, and Foster. **LEAs must continue to utilize the DES Results column, Match or No Match, to determine if a student is Directly Certified.** Additionally, LEAs must continue to start the child's benefits based on the date of running Direct Certification, not the column DES Decision Date. Please note, students participating in more than one program will only be counted once in the total "Matches Found" section of the Results box. Please visit our website www.azed.gov/health-nutrition/nslp/programguidance/ to view step-by-step instructions for using the CNP Direct Certification/Direct Verification system.

Please be aware that FosterEd has started to work with districts in Pima county in order to facilitate new models for ensuring students in foster care receive appropriate educational opportunities. The Arizona Department of Education has an agreement with the Arizona Department of Economic Security to facilitate the transfer of foster care student information to LEAs. Direct Certification match information for students in foster care remains confidential; the match result is provided to ensure the student receives free school meal benefits. The foster care match information may now be shared with persons directly connected with providing education and social supports for students in foster care. ADE encourages LEAs in Pima County to work with FosterEd to develop protocols for appropriately sharing and using the Direct Certification match information **specific to students who are matched for foster care**. Districts outside of Pima County do not need to do anything with the Foster Care information at this time. As a reminder, the Eligibility Manual for School Meals provides a prototype agreement to be used by LEAs when disclosing a student's eligibility for free meals. The manual and the agreement are located at http://www.azed.gov/health-nutrition/files/2012/03/eligibilitymanualforschoolmelasaug2013.pdf.

School Breakfast Program
ADE, in partnership with Valley of the Sun United Way, Dairy Council of Arizona and Washington Elementary School District developed tools to assist schools with implementing Breakfast in the Classroom Programs. Please visit the newly created School Breakfast Program section of our website http://www.azed.gov/health-nutrition/nslp/school-breakfast-program/ to view a Breakfast in the Classroom Toolkit for Arizona Schools and a Breakfast in the Classroom video. The ADE and Partners for Breakfast in the Classroom will be releasing additional information and funding opportunities during the SY 14/15.

Funding for Equipment
Arizona will be releasing an Equipment Grant Request for Application after the start of the 2014-2015 school year. The ADE will competitively award the funds made available by USDA to school districts to purchase needed equipment, giving priority to high-need schools where 50 percent or more of the enrolled students are eligible for free or reduced price meals. Additional emphasis will be placed on equipment needed for breakfast in the classroom programs.

Competitive Foods/Smart Snacks
As a reminder, as of July 1, 2014 LEAs must be in compliance with the competitive food rule commonly referred to as Smart Snacks and with the Arizona Nutrition Standards which have been updated to align with the Smart Snacks rule. With this being the first year of implementation, be aware of continual guidance from USDA and ADE communicated through memos and additional resources found on our website at http://www.azed.gov/health-nutrition/the-arizona-nutrition-standards-and-competitive-foods/.

Administrative Review Schedule
By June 1, 2014 all LEAs scheduled for an Administrative Review in SY14/15 will have received a notification memo. The memo included the registration link for ADE's "Preparing for Your Administrative Review" training. Along with the memo, the off-site assessment tool was included in order to allow each LEA as much time as possible to complete these critical questions prior to receiving an Administrative Review.

Certification of Compliance with Meal Pattern Requirements
The ADE will continue to work with LEAs until all LEAs have obtained Certification of Compliance with Meal Pattern Requirements. This will be accomplished either through the Administrative Review process for LEAs that are not yet certified or targeted technical assistance provided to LEAs in order to bring their menu into compliance. Please refer to the Menu Certification webpage: http://www.azed.gov/health-nutrition/nslp/menu-certification/ for more information.

NSLP and SBP Meal Pattern
Additional nutrition standards must be met at the start of SY14/15 for the NLSP and SBP. An overview of the additional nutrition standards is provided in brief PowerPoint presentations, available on our website at http://www.azed.gov/health-nutrition/nslp/programguidance/ under the Step-by-Step Instruction section; you are encouraged to review this guidance and ensure your menus are in compliance with the requirements. Also, the implementation timeline for nutrition standards can be accessed on our website at http://www.azed.gov/health-nutrition/meal-pattern/.

Annual Notice of Application (CNP Web Site & Sponsor Applications)

Online Application Instructions
LEAs are required to submit their site and sponsor applications using CNP Web each school year. After **June 1, 2014**, online site and sponsor applications for program year 2015 (school year 2014-2015) will be available, through Common Logon, to complete and submit for

approval. The annual submission and approval of the site and sponsor applications is a required step in order for LEAs to request reimbursements for meals served under the National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program (SMP), and Afterschool Care Snack Program (ASCSP).

Changes to the Sponsor Application
Section 5 has a new field for the Community Eligibility Provision Option. If any site will be participating in CEP, a "yes" should be entered in this new field of section 5. Section 9 has a new option for SFAs to select a custom parent letter and a custom notification letter.

Changes to the Site Application
The option to select *Community Eligibility Provision* has been added to the participation fields of section 8 School Breakfast Program and section 9 National School Lunch Program. If *Community Eligibility Provision* is selected, it must be selected in sections 8 and 9. The selection will also require the *Approved Identified Student Percentage* be entered in sections 8 and 9. The value entered must match the value submitted on the Community Eligibility Worksheet which is submitted as part of the CEP application process outside of the CNP Web system. Note: Each site *may* have a different Identified Student Percentage depending on the way the LEA chose to group sites. Again, this information will be based on the Community Eligibility Worksheet submitted by the LEA.

Reminders
- A Common Logon* username and password is required to enter the CNP Web system in order to access and submit the online site and sponsor applications.
  - Access is granted by reviewing the Online Training Manual and completing the Request Form. Both documents are located at http://www.azed.gov/health-nutrition/nslp/operate-nlsp/how-to-apply/.
  - Please anticipate 7-10 days for ADE to process a Common Logon permissions request form.
  - The Common Logon Permissions Request Form is also used to gain access to CNP Direct Certification, Verification, and Direct Verification.
- Please allow three weeks for approval of the site and sponsor applications.
- **The site application(s) must be submitted before the sponsor application.**
- Accuracy of contact information on the site and sponsor applications is critical for the ADE to provide SFAs with program information throughout the year. Our primary method of communication will be via email sent to the person listed as the School Food Authority and Program Contact in part 1b and 2 of the Sponsor Application.
- Review the Application Checklist to ensure that all of the required documents have been submitted. **The online sponsor application in CNP Web will not be approved until all the "checklist items" are submitted and approved**.
- LEAs contracting with a vendor, a food service management company or are a district that provides meals to schools outside of the district:
  - A new contract or renewal of the existing contract will be required prior to approval of the Sponsor application. Visit http://www.azed.gov/health-

nutrition/nslp/operate-nlsp/contracting-service/ for more information.
- LEAs adding sites to the CNP Web system:
  - Must complete and submit the Add/Change/Delete Health & Nutrition Services-Entity Data Form to ADE to add a new school to the online application. The form is located at: http://www.azed.gov/health-nutrition/nslp/operate-nlsp/how-to-apply/.
- LEAs with sites that have a separate Head Start/Preschool operation on their campus to which they provide and claim meals:
  - Must enter the Head Start/Preschool information as a part of the online site application for the site providing the meals (not as a separate site application in CNP Web).
  - Make sure to note the separate Head Start/Preschool operation in the point of service description section (Part 6 of the Sponsor Application).

*Note: *LEAs are responsible for keeping individual Common Logon accounts confidential, accurate and up-to-date. Consulting firms contracting with an LEA including food service management company employees, are not authorized to complete the CNP Web online application, direct certification, verification or claiming process and will not be provided with Common Logon rights to enter such data. Also, please notify ADE Health and Nutrition Services of any individuals with a Common Logon username and password who are no longer employed as the account(s) must be disabled immediately. **Any new employee who needs a new account must submit a request using the Common Logon Security Agreement and attest to reading the Online Training Manual.***

Applications & Certification Documents Sent to Households

- The ADE-approved template documents for certification and verification have been updated and are available online at http://www.azed.gov/health-nutrition/nslp/program-forms/.
- Distribution of household applications for the school year 2014-2015 **must not** occur before July 1 **AND** no more than 30 days prior to the first day of school.
- LEAs operating on a year-round schedule should distribute applications and base eligibility determinations on the current fiscal year income guidelines on/or after July 1.
- Approved household applications from the previous school year are only valid for the first 30 days of operation of the new school year.**

** Note: *The 30 day roll-over of eligibility does not apply to LEAs operating Provision 2 or Provision 3. LEAs that are completing their last non-base year cycle in school year 2013-2014 and starting their next base year in 2014-2015 must start the school year with all students in the paid category until a new certification can be determined. Please refer to the Provision 2 & 3 Guidance Manual for additional options and guidance at: http://www.azed.gov/health-nutrition/special-assistance/*

Training

General:
ADE offers additional opportunities through trainings to learn and practice the fundamentals of the NSLP and SBP. Because trainings are offered at different intervals throughout the year, please note that web-based resources and ADE Specialists are always available for program clarification.

SFAs have requested clarification on which trainings are required to attend and which are only recommended. **No trainings are required for SFAs unless specifically notified by ADE**. If an SFA is required to complete a training requirement, ADE will provide written notification to the SFA which trainings are required to attend.

ADE trainings encompass four different methods of training: Skill-Building Workshops, A+ School Lunch Orientation, Professional Development, and Web-Based Courses.

- **Skill-Building Workshops:** Meant to provide an opportunity for those within specific job duties in order to practice and review their day-to-day NSLP tasks.
- **Web-based Courses:** Trainings that require the attendee to complete a worksheet based on the information covered in the training. Following submission of the worksheet, attendees will receive a certificate of completion for the course.
- **A+ School Lunch Orientation (NEW format):** Meant to provide an orientation for new operators of NSLP. It provides ADE the opportunity to introduce the school nutrition programs and the expectations of operating within the state of Arizona. One day training, consistently offered in June and January.
- **Professional Development:** An opportunity to broaden your perspective and grow within your NSLP operation.

The current schedule for June through October is posted on the ADE Training Website: http://www.azed.gov/health-nutrition/nslp/training/. The training schedule provides a description of each training and an overview of the intended audience. We recommend reviewing this information and attending trainings that are *most relevant* to your needs. Registration for all trainings and workshops is to be completed online at Event Registration. Registered attendees will receive parking instructions, time/date/venue changes, and training reminders through the email address provided during the online registration process and thus, accuracy of registration information provided by the attendee is critical.

School Nutrition Programs Website

SFAs have expressed the need for information provided in a timely manner. In an effort to enhance the dissemination of program updates and guidance on the National School Lunch Program and School Breakfast Program, School Nutrition Programs has been working on developing a navigable website for SFAs to access the most current information. Recent additions to the School Nutrition Programs website and web-related activities include:

- **Web-Based Guides:** To alleviate travel needs and provide opportunities for training year-round, there are many Web-Based Step-by-Step Instruction guides available on the training website, http://www.azed.gov/health-nutrition/nslp/training/ in addition to the Program Guidance and Web-Based Instruction site, http://www.azed.gov/health-nutrition/nslp/programguidance/.
- **Guidance Manuals:** Also to provide clarification in a timely manner, guidance manuals can be accessed on the Program Guidance and Web-Based Instruction website, http://www.azed.gov/health-nutrition/nslp/programguidance/.
- **Weekly Website Update E-blasts:** Updates to webpages and materials are added weekly to the School Nutrition Programs website. To inform SFAs on the updates for current memos from the USDA and ADE, a weekly e-blast is sent to all program contacts from the School Nutrition Programs email address, ADESchoolNutrition@azed.gov.
- **Memos Webpage:** Memos regarding all of the programs within Health and Nutrition Services are uploaded to the newly reformatted Memos page, http://www.azed.gov/health-nutrition/memorandum/. SFAs can still access past memos (ending November 2013) using the Memo Archive.

USDA Foods Program

All NSLP Sponsors may participate in the USDA Foods Program. Sponsors are required to pay a delivery fee for any case of USDA Foods ordered, so please keep this in mind when considering participation in the program. These delivery fees will be paid out of the existing food service budget. For more information, contact a member of the School Foods team at FDP@azed.gov or (602) 542-8700.

USDA Foods Program participation requirements:
- Select "yes" from the drop down box in the General Information section of the NSLP Sponsor Application on CNP Web.
- Log in to CNP2000 (the USDA Foods ordering website) and update the sponsor delivery locations and contact information.

Sponsors who are new to the USDA Foods Program must:
- Complete a Food Distribution Program Delivery Information Application and submit to the School Foods team. This form is located at http://www.azed.gov/health-nutrition/nslp/operate-nlsp/how-to-apply. Register for a USDA Foods Ordering Web-Based Training in order to gain access to the ordering website. To register, please go to http://www.ade.az.gov/onlineregistration/ and click on Health & Nutrition Services: Food Distribution, then find the next available class in your area and click "choose and continue" to begin registering. Training begins June 2014 for school year 2014-2015.

For questions regarding this memo, please contact your School Nutrition Programs Specialist; this information is located on the NSLP CNP Web home page.

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